



Superior Court of California  
County of San Bernardino  
Employment Opportunity  
**INTERNAL APPLICANTS ONLY**

Court Personnel Department  
172 W. Third Street, 2nd Floor  
San Bernardino, CA 92415-0302

24 Hour Job Information Hotline: (909) 387-9150  
Phone: (909) 387-6894  
Fax: (909) 387-6826  
Email: [personnel@courts.sbcounty.gov](mailto:personnel@courts.sbcounty.gov)

# Senior Legal Processing Assistant

**\$16.01 - \$20.45 per hour**

**Application deadline: Open Until Filled**

**Announcement Number: 06-009**



The list resulting from this recruitment will be used to fill a current vacancy in the **Juvenile District** only which is located in **San Bernardino**. Applications for other Districts will **not** be accepted. Although the current vacancy is at the San Bernardino District, the incumbent may be assigned to any Court District within the County.

The Senior Legal Processing Assistant serves as acting supervisor in the absence of the Court supervisor in addition to performing all the typical duties of a Legal Processing Assistant II.

Typical duties of a Senior Legal Processing Assistant include, but are not limited to:

- ✚ Serves as the acting supervisor in the absence of the Court supervisor: planning, organizing, coordinating, assigning and reviewing work; approves leave time and time cards; reviews reports and error lists making or overseeing corrections; resolves complex problems and complaints.
- ✚ Assists the public in person or by phone; provides procedural information regarding status of legal cases; answers inquiries and explains legal filing processes and procedures, use of court forms, and basic rules of court or program; explains fees and fines; assists individuals in locating material and information. Receives and examines legal documents for sufficiency of information, conformity, jurisdiction, completeness, timeliness, and required supporting documentation; returns unacceptable documents, noting discrepancies and reasons for rejection.
- ✚ Computes, receives, receipts and records payment of fines, cash bail, bail bonds and fees; reviews, posts, adjusts and balances daily registers and journals; compiles numerical counts and routine statistical data to provide input for reports; counts, balances, and checks daily cash with receipts.
- ✚ Compiles case information for court calendars; verifies status and various dates of activity; prepares calendars and minute orders; distributes and posts calendars.
- ✚ Issues and recalls bench warrants; processes commitment paperwork; codes and enters data into case management system; updates cases; enters disposition of cases; prepares writs of execution, abstracts of judgment, transcripts on appeal and correspondence.
- ✚ Coordinates jury room activities including checking in jurors, answering questions regarding procedures, and preparing panel lists; processes jury pay and mileage reimbursement; prepares summons; processes requests for excusal; coordinates calls for jury or dismissal.

**Requirements:** Six months of experience as a Legal Processing Assistant II.

**How to Apply:** Applicants must complete and submit a Superior Court application and supplemental application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at [personnel@courts.sbcounty.gov](mailto:personnel@courts.sbcounty.gov), or on the internet at [www.sbcounty.gov/courts](http://www.sbcounty.gov/courts). Faxed applications will be accepted to meet recruitment deadlines only. Applicants must follow up with original application received by Court Personnel within 2 business days of the recruitment close to continue on in the process.

**Examination:** The examination will consist of a competitive evaluation of qualifications based on the application and supplemental application materials.

**Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).**

**The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.**